

JOB OPPORTUNITY ANNOUNCEMENT

EMBASSY OF THE UNITED STATES OF AMERICA

BERLIN

Vacancy Announcement No. 27-05 – German-American Fulbright Commission

Date: 08/02/05

POSITION TITLE: Regional Educational Advising Coordinator (REAC)

LOCATION Fulbright Commission, Berlin, Germany

OPEN TO: U.S. citizens

SALARY: Position offers a competitive salary (paid in Euros) and German benefits package. No housing or relocation expenses will be provided.

SCHEDULE: Position is meant for a long-term perspective, to be filled as soon as possible. Initial contract is limited two (2) years, with the possibility for extension.

CLOSING DATE: Applications must be received by close of business August 31, 2005

**Regional Educational Advising Coordinator (REAC)
Northern and Central Europe (countries north of the Mediterranean)**

Overview: The REAC serves as a member of a worldwide team of specialists working to promote U.S. higher education. The REAC provides regional coordination of State Department-affiliated educational advising centers in Northern and Central Europe and offers support and training for educational advisers, whose job it is to help students find options for further study in the United States.

The REAC for Europe will report to the Bureau of Educational and Cultural Affairs of the U.S. Department of State in Washington D.C. which funds the position, and be responsive to State Department Public Affairs officials at U.S. Embassies in Europe. ***The position itself is integrated and housed within the German-American Fulbright Commission in Berlin.*** The REAC is a staff member of the Fulbright Commission, which will handle all administrative matters concerning the position.

Specific duties: Strengthen the European educational advising network; coordinate the German advising network in close cooperation with the German-American Fulbright Commission; improve adviser competence in using technology for advising and promote professional development; assist advisers in developing business skills and income generation programs; provide liaison between advisers and Fulbright Commissions and Public Affairs Offices within U.S. Embassies in Europe, and the U.S. Department of State's Bureau of Educational and Cultural Affairs (ECA) in Washington;

produce a quarterly regional newsletter, manage a regional listserv, respond to adviser inquiries and facilitate adviser-to-adviser communication and sharing of information; plan and implement regional workshops/conferences; provide additional guidance to centers through site visits, development of support materials and in-country workshops. **Frequent international travel is a requirement of the position.**

Qualifications: U.S. citizenship; EU Residency preferred. U.S. college/university degree; master's degree preferred. Professional level of German. Must be able to operate independently and effectively. Preference will be given to those with experience as an educational adviser or school counselor.

Application procedures: Please send an email to Ms. Kim Marie Sonn in the U.S. Embassy Berlin at SonnKM@state.gov to receive a detailed REAC position description. Detailed expressions of interest and curriculum vitae should then be sent via e-mail to Ms. Sonn by August 31, 2005.

Please note that this position is being advertised by the Embassy as a courtesy to the German-American Fulbright Commission and in no way conveys U.S. Mission or U.S. State Department employment rights and/or benefits.